

Navy Marine Corps Intranet

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Ready, Set, Go Overview

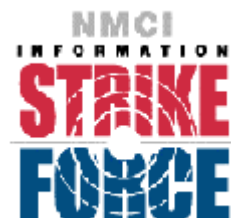


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Revision History

This table is to be used only to record revisions to a final document or to an update of a document held in the ISF Operations Library. For each revision, the date, author, document revision (same as the version number on the cover), change or changes, and affected pages should be noted on the chart. . For more information about using this template, contact the Document Management Team Manager (Sandra Ward, 703-742-1164, sandra.ward@eds.com).

Date	Author	Revision	Change	Affected Pages

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1. INTRODUCTION

The Ready, Set, Go Guides are provided to ensure a smooth and efficient transition by giving you the information needed to prepare your existing workstation for migration, introduce ISF members, and ease the transition to your new NMCI workstation. The complete versions can be accessed through the NMCI Transition Website, at <http://www.nmci-isf.com/transition.htm>.

Once on this website, under the heading **Phase 3: Site Transformation**, click on *Workstation Migration: Ready, Set, Go*, which will take you to the Ready, Set, Go Guides. The successful migration of your workstation, applications, and services to the NMCI environment will require the cooperation and coordination of the Information Strike Force (ISF) and you. The reading and understanding of these guides is the first step in that effort. The following is a brief description of what you will find in each guide.

2. READY GUIDE

The Ready Guide provides an overview of what to expect in the following two guides, the Set Guide and the Go Guide. The guide then highlights:

- Key Personnel Involved in the Process and Their Roles
- Preparing For Workstation Migration
 - Workstation Relocation
 - Software Licensing and Upgrades
 - Directing of E-mail at Cutover
 - Removal of Legacy Workstation and Installation of NMCI Workstation
 - Post Installation Information
 - Software and Hardware Training
- User Support

3. SET GUIDE

The primary function of the Set Guide is to aid you in migrating data on your current legacy workstation to a separate folder in order to transfer it to your new NMCI workstation. There are six different Set Guides. You should select the one that corresponds to your current operating system: Windows 3.1, Windows 95/98, Windows NT, and Windows 2000, Mac OS 8.x, and Mac OS 9.x. See the Attachment at the end of this document for directions on how to find what operating system you are running.

The Set Guide offers step-by-step instructions, including visuals, on the following:

- Preparing the Workstation for Migration
 - Creating the Migration Folder
 - Finding Your Data to Migrate
 - Copying Files/Folders to the Migration Folder
 - Re-mapping Your Personal Folder
 - Saving Favorites in Internet Explorer

- Saving Bookmarks in Netscape Navigator
- Deleting Unwanted Files
- Emptying the Recycle Bin

4. GO GUIDE

The Go Guide begins with a list of critical tasks that you must complete prior to cutover, and directs you to the instructions needed in order to complete the tasks (most often the Set Guide).

The Go Guide is broken into the following sections:

- Getting started with NMCI
- Post Deployment Responsibilities such as:
 - Changing Passwords
 - Locating Migration Folder
 - Backing up Your work
 - Your Mailbox on the NMCI Workstation
 - Submitting Your User Asset Information Form (UAIF)
- Additional Information
 - Accessing the NMCI Homeport
 - Desk Side User Guide
 - NMCI e-Learning
 - NMCI Help Desk Information

**ATTACHMENT: DIRECTIONS FOR IDENTIFYING YOUR
OPERATING SYSTEM**

DIRECTIONS FOR IDENTIFYING YOUR OPERATING SYSTEM

INTRODUCTION

Determining the operating system (OS) on a Microsoft Windows personal computer is easy. There are a few different ways this can be accomplished.

METHOD 1—THE MY COMPUTER ICON

On the main screen of your display (the desktop), you will see an icon that looks like a PC with a monitor. Right-click on that icon and choose **Properties** from the little context menu that appears. A dialog box will appear informing you of the OS (Windows NT 4.0, Windows 95, etc.).

METHOD 2—COMMAND PROMPT

From the **Start** button, choose **Run**.

A **Run** dialog box will appear. Type *command* and click **OK**.

You will then see a command prompt. Type *ver* and press the **Enter** key.

The computer will then tell you what operating system you are running and give you some version numbers.

To exit the command prompt, type *exit* and press the **Enter** key.

METHOD 3—THE START BUTTON

Depending on whether the option to show small icons is selected in the properties of the task bar, you can simply click on the Start button to see what version of Windows you are running.

When you click on the Start button, you will see, **Windows NT Workstation**, **Windows 95**, or **Windows 2000 Professional** vertically along the left edge of the Start button's menu.

If you do not see anything along the edge, the task bar properties are set to **Show small icons in Start Menu**.

You can change this setting by right clicking on the task bar and choosing **Properties** from the context menu. You will then see a check in the box for **Show small icons in Start Menu**. Uncheck that option and click **OK**. Now when you click on the Start button, it will show you what operating system you are running as stated above.